

CITY OF BAINBRIDGE ISLAND

**PRELIMINARY SUBDIVISION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



|  |  |
|--|--|
| <p><b>DATE STAMP<br/>FOR CITY USE ONLY</b></p>   | <p><b><u>TO BE FILLED OUT BY APPLICANT</u></b></p>   |
|  | <p>PROJECT NAME (if any): _____</p>  |
|  | <p>TAX ASSESSOR'S NUMBER(S): _____</p> <p>_____</p> <p>_____</p>   |
|  | <p>PROJECT STREET ADDRESS<br/>OR ACCESS STREET: _____</p>  |
|  | <p>ENVIRONMENTAL CHECKLIST SUBMITTED : <input type="checkbox"/> YES <input type="checkbox"/> NO</p>  |
|  | <p><b><u>FOR CITY USE ONLY</u></b></p>   |
|  | <p>FILE NUMBER: _____</p>  |
|  | <p>PROJECT NUMBER: _____</p>   |
|  | <p>DATE RECEIVED: _____</p>  |
|  | <p>APPLICATION FEE: _____</p>  |
|  | <p>TREASURER'S RECEIPT NUMBER: _____</p>   |
| <p><b>SUBMITTAL REQUIREMENTS</b></p>   |  |
| APPLICATION  | <p><i>One original (which must contain an original signature) and six copies</i> must be provided. Whenever possible, originals must be <i>signed in blue</i>. Please identify the original document.</p>  |
| SUPPORTING DOCUMENTS   | <p><i>One original (which must contain an original signature)</i>, where applicable, and <i>six copies</i> (if an original is not applicable, <i>seven copies</i> must be provided).</p>   |
| FULL-SIZE DRAWINGS   | <p><i>Seven copies</i> of the required drawings must be provided. Drawings <i>must be folded</i> and <i>must be 18" x 24"</i> in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.</p>   |
| REDUCED DRAWINGS   | <p><i>Two copies</i> of the drawings reduced to 11" x 17" must be provided.</p>  |
| SUBMITTING APPLICATIONS  | <p>Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Agent Agreement</i> must accompany the application. Please call (206) 780-3762 to make an appointment to submit your application.</p> |
| FEES   | <p>Please call the Department of Planning &amp; Community Development for submittal fee information.</p>   |
| ATTACHED SUBMITTAL CHECKLIST   | <p>Please refer to attached Submittal Checklist for further information.<br/><b>Note:</b> when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.</p>   |
| <p><b>APPLICATIONS WILL NOT BE ACCEPTED<br/>unless these basic requirements are met and the submittal packet is deemed counter complete.</b></p> |  |

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov  
www.ci.bainbridge-isl.wa.us

**CITY OF BAINBRIDGE ISLAND**  
**PRELIMINARY SUBDIVISION APPLICATION**  
FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.  
PENCIL WILL NOT BE ACCEPTED.



**A. GENERAL INFORMATION**

1. Name of property owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of property owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of property owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

*If the owner(s) of record as shown by the county assessor's office is (are) not the agent,  
the owner's (owners') signed and notarized authorization(s) must accompany this application.*

2. Applicant/agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

3. Name of land surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

4. Planning department personnel familiar with site: \_\_\_\_\_

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov  
www.ci.bainbridge-isl.wa.us

**CITY OF BAINBRIDGE ISLAND**  
**PRELIMINARY SUBDIVISION APPLICATION**  
 FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.  
 PENCIL WILL NOT BE ACCEPTED.



5. Description of proposal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. General location of site: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Please give the following existing parcel information:

| Assessor's Parcel Number          | Parcel Owner          | *Lot Area |
|-----------------------------------|-----------------------|-----------|
|                                   |                       |           |
|                                   |                       |           |
|                                   |                       |           |
|                                   |                       |           |
| Use additional sheet if necessary | Total of all parcels: |           |

*\* As defined in Bainbridge Island Municipal Code 18.06.630*

8. Your proposal is best described as:  
 commercial, industrial or multi-family subdivision; or  
 single family subdivision:  clustering or  open space (      %)

9. Legal description (or attach): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov  
 www.ci.bainbridge-isl.wa.us

**CITY OF BAINBRIDGE ISLAND**  
**PRELIMINARY SUBDIVISION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.  
 PENCIL WILL NOT BE ACCEPTED.



10. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

| Lot Number | Comp Plan Designation | Zoning Designation | Shoreline Designation | Current Use |
|------------|-----------------------|--------------------|-----------------------|-------------|
| Lot        |                       |                    |                       |             |
| Lot        |                       |                    |                       |             |
| Lot        |                       |                    |                       |             |
| Lot        |                       |                    |                       |             |

11. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

| Property | Comp Plan Designation | Zoning Designation | Shoreline Designation | Current Use |
|----------|-----------------------|--------------------|-----------------------|-------------|
| North    |                       |                    |                       |             |
| South    |                       |                    |                       |             |
| East     |                       |                    |                       |             |
| West     |                       |                    |                       |             |

12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code Chapter 16.20*)?  yes  no  unknown

If yes, check as appropriate:

|  |   |
|--|---|
| <input type="checkbox"/> wetland*        | <input type="checkbox"/> geologically hazardous area**  |
| <input type="checkbox"/> wetland buffer* | <input type="checkbox"/> zone of influence**            |
| <input type="checkbox"/> stream*         | <input type="checkbox"/> slope buffer**                 |
| <input type="checkbox"/> stream buffer*  | <input type="checkbox"/> fish and wildlife habitat area |

\* If your site includes a wetland or wetland buffer, a wetland report is required with your application.

\*\* If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code 16.20*, a geotechnical report may be required with your application.

13. Is construction planned within 200 feet of ordinary high water (usually where shoreline vegetation changes from salt tolerant to upland plants)?  yes  no  unknown

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov  
 www.ci.bainbridge-isl.wa.us

**CITY OF BAINBRIDGE ISLAND**  
**PRELIMINARY SUBDIVISION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.  
PENCIL WILL NOT BE ACCEPTED.



14. Are there underlying/overlying agreements on the property?  yes  no  unknown

If yes, check as appropriate and provide a copy of the decision document:

- |   |  |
|---|--|
| <input type="checkbox"/> CUP Conditional Use Permit     | <input type="checkbox"/> SPR Site Plan Review  |
| <input type="checkbox"/> MPD Master Planned Development | <input type="checkbox"/> SPT Short Plat        |
| <input type="checkbox"/> PUD Planned Unit Development   | <input type="checkbox"/> SSDP Shoreline Permit |
| <input type="checkbox"/> REZ Contract Rezone            | <input type="checkbox"/> SUB Prior Subdivision |
| <input type="checkbox"/> RUE Reasonable Use Exception   | <input type="checkbox"/> VAR Zoning Variance   |
|   | <input type="checkbox"/> Other: _____          |

Under which jurisdiction was the approval given?

- City of Bainbridge Island  Kitsap County

Approval date: \_\_\_\_\_

15. Is there any other information which is pertinent to this project?  yes  no

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. TECHNICAL INFORMATION**

1. Name of water purveyor: \_\_\_\_\_

If a private well, what class? \_\_\_\_\_

2. Type of sewage disposal:  on-site septic  off-site septic  sewer

Sewer district:  City of Bainbridge Island  Sewer District 7

3. General description of the existing terrain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Soil survey classification: \_\_\_\_\_

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov  
www.ci.bainbridge-isl.wa.us

**CITY OF BAINBRIDGE ISLAND**  
**PRELIMINARY SUBDIVISION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.  
 PENCIL WILL NOT BE ACCEPTED.



5. Flood plain designation: A AE

6. Access (street functional road classifications):

| Street Type          | Required ROW Width | Street Name | Existing ROW Width |
|----------------------|--------------------|-------------|--------------------|
| primary arterial     | 150 feet           | Highway 305 |                    |
| secondary arterial   | 60 feet            |             |                    |
| collector            | 50 feet            |             |                    |
| residential urban    | 40 feet            |             |                    |
| residential suburban | 30 feet            |             |                    |
| private              | 20 - 30 feet       |             |                    |

7. Sidewalks are adjacent to the parcel:  yes  no

If yes, existing sidewalks are \_\_\_\_\_ feet wide.

Sidewalk installation is proposed as part of the development project:  yes  no

Proposed sidewalks:  adjacent to the parcel and are to be \_\_\_\_\_ feet wide.

internal to the proposal and are to be \_\_\_\_\_ feet wide.

8. Will the completed project result in 800 or more square feet of impervious surface (building footprint + driveways + parking)?  yes  no  unknown

9. Will the project result in clearing more than six significant trees or 2,500 square feet of ground?  yes  no  unknown

10. Do storm water systems exist on the site?  yes  no  unknown

If yes, were they constructed after 1982?  yes  no  unknown

If yes, what type of storm water system exists on the site?

infiltration  open ditching  closed conveyance  detention

11. Will the completed project result in excavating of or filling in:  
 less than 50 cubic yards.  more than 50 cubic yards but less than 100 cubic yards.  more than 100 cubic yards.

**C. Subdivision Information:**

1. Does the proposal meet the minimum lot size for septic? yes no don't know N/A

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov  
 www.ci.bainbridge-isl.wa.us

**CITY OF BAINBRIDGE ISLAND**  
**PRELIMINARY SUBDIVISION APPLICATION**  
 FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.  
 PENCIL WILL NOT BE ACCEPTED.



Minimum lot sizes required by Health District: \_\_\_\_\_ SF to \_\_\_\_\_ SF

2. Check all that apply to the project parcel (s) and include square footage of area within the project parcel(s):

- Wetland  
Square footage on project parcel (s): \_\_\_\_\_ SF
- Wetland Water Quality Buffer  
Square footage on project parcel (s): \_\_\_\_\_ SF
- Wetland Habitat Buffer  
Square footage on project parcel (s): \_\_\_\_\_ SF
- Stream  
Square footage on project parcel (s): \_\_\_\_\_ SF
- Stream Water Quality Buffer  
Square footage on project parcel (s): \_\_\_\_\_ SF
- Stream Habitat Buffer  
Square footage on project parcel (s): \_\_\_\_\_ SF
- Geologically Hazardous Area  
Square footage on project parcel (s): \_\_\_\_\_ SF
- Geologically Hazardous Area Buffer  
Square footage on project parcel (s): \_\_\_\_\_ SF

3. Are any restrictive covenants proposed? (If yes, please attach.) yes no
4. Any additional easements/restrictions regarding adjacent land that should be noted? yes no  
 If yes, please describe: \_\_\_\_\_

5. Maximum lot coverage of proposed parcels:

|  |   |    |       |   |                             |       |   |    |
|--|---|----|-------|---|-----------------------------|-------|---|----|
| Lot A  | % | SF | Lot D | % | SF                          | Lot G | % | SF |
| Lot B  | % | SF | Lot E | % | SF                          | Lot H | % | SF |
| Lot C  | % | SF | Lot F | % | SF                          | Lot I | % | SF |
| Lot coverage to be calculated at time of final plat. |   |    |       |   | Total maximum lot coverage: |       |   | SF |

6. Open space (See Section 17.04.082 of the Bainbridge Island Municipal Code)

Percentage of lot provided as open space: \_\_\_\_\_ %

- Required open space is contained within (check one): separate parcel(s) proposed lots
- Type of open space (check one): Public Common Ownership Private

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov  
 www.ci.bainbridge-isl.wa.us

CITY OF BAINBRIDGE ISLAND

PRELIMINARY SUBDIVISION APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



Open space feature (check as appropriate):

- Trails and greenways
- Shoreline view areas
- Critical Areas and their buffers (as defined in BIMC 16.20)
- Native forests and significant trees
- Areas contiguous with critical areas and their buffers
- Mature vegetation on ridgelines
- Wildlife corridors
- Pastures, meadows and orchards

I hereby certify that I have read this application and know the same to be true and correct.

\_\_\_\_\_  
\*Signature of owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
\*Signature of owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

*\*If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.*

**CITY OF BAINBRIDGE ISLAND**

**PRELIMINARY SUBDIVISION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



**SUBMITTAL DOCUMENTS**

Proposals for short plats, subdivisions and large lot subdivisions require a preapplication conference. Conferences may be applied for by property owners or other authorized applicants. Conference applications must be submitted in person at the City of Bainbridge Island Department of Planning and Community Development. A complete application shall include the items listed below (unless waived in writing by the director or project manager):

- A completed application form provided by the city containing the original signatures of all property owners;
- A notarized Owner/Applicant agreement signed by all owners in the event the owners designate an agent to act in their stead;
- The original and six (6) copies of the application and all supporting documentation (should an original supporting document not be available, please provide seven (7) copies of said document);
- Seven copies of the composite site plan (overlays of the base map) as defined in *Bainbridge Island Administrative Manual*. Drawings must be folded, must be 18" x 24" in size with a minimum scale of 1" = 100'. No construction drawings will be accepted unless specifically requested by the planner;
- Two copies of drawings, reduced to 11" x 17";
- Vicinity map showing the proposed project site and major city streets (map shall, at a minimum, cover the section in which the project is located);
- 90% utility site plan;
- An open space management plan
- A bond if conditions of approval have not been met
- An application fee in the amount of specified by the fee schedule, check made payable to the City of Bainbridge Island;
- An application fee in the amount specified by the Kitsap County Health District, check made payable to the Kitsap County Health District.

*...see drawing information next page...*

**CITY OF BAINBRIDGE ISLAND**

**PRELIMINARY SUBDIVISION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



**INFORMATION TO BE ON DRAWINGS**

**A. IDENTIFICATION INFORMATION** (to be included on each page of each drawing):

- Name of proposed project;
- Name, address, phone and fax numbers and e-mail address of whomever prepared the drawing;
- Date of drawing preparation;
- North arrow;
- Graphic scale (minimum scale: 1" = 100');
- Quarter section, section, township and range of the proposed project; and
- Page numbers and total number of pages.

**B. BASE MAP DRAWING CONTENT**

- Name, address, phone and fax numbers and e-mail address of property owner and applicant;
- Assessor's account number(s) of parcel(s) included within the proposed project;
- Legal description of the property included within the proposed project;
- Total area of the proposed project;
- Zoning and comprehensive plan designation(s) of parcels included within the proposed project;
- Proposed home site areas and/or lots;
- If the project is a replat of an existing subdivision, the original plat shown in dashed or faded lines along with its relationship to the proposed project;
- Contours at a maximum interval of five feet;
- Location of all existing structures, wells (including well protection areas) and other improvements located on the subject property or within 150 feet of the subject property;
- Location, name and width of all existing and proposed streets, roads, bicycle paths or lanes, trails, easements, greenways, and/or open spaces located on the subject property or within 150 feet of the project;
- Existing land use(s) on the subject property or within 150 feet of the subject property;
- All streams, wetlands, shorelines, drainage ways or critical areas and any associated buffer(s) located on or within 150 feet of the proposed project;
- If within 200 feet of the shoreline, ordinary high water mark;
- Type of vegetation (i.e.: wooded, meadow, cleared, wetland, etc.) on or within 150 feet of the subject property;
- Location of all slopes steeper than 15% showing top and toe and percentage of slope;
- FEMA Flood Insurance Rate Map designation of the property included within the proposed project;

**CITY OF BAINBRIDGE ISLAND**

**PRELIMINARY SUBDIVISION APPLICATION**

**FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.**

**PENCIL WILL NOT BE ACCEPTED.**



- Location and area of proposed open space (if applicable);
- Open space areas designated as separate tracts or portions of lots (if applicable);
- Location of existing and proposed individual or community water supply and septic systems on the subject property or within 150 feet of the subject property;
- Proposed means of providing water service and sanitary sewer service;
- Schematic plan of proposed utilities, if any;
- Areas of identified historical importance located on the project site or within 150 feet of the subject property (such as structures listed on the National Registry for Historic Places or places on the 1987 Bainbridge Island Historic Survey);
- Proposed means of meeting the requirements of the city's storm drainage ordinance;
- Proposed means of meeting the city's fire protection ordinance; and
- If phasing of the project is proposed, show the proposed phase boundaries.

# Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor's account number \_\_\_\_\_, located at \_\_\_\_\_,

Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to \_\_\_\_\_

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please check all items that apply):

- preapplication conference
- planning permits
- construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner's behalf for the above checked applications through (date or specific phase) \_\_\_\_\_.

\_\_\_\_\_  
**OWNER OF RECORD**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**OWNER OF RECORD**

\_\_\_\_\_  
**DATE**

STATE OF WASHINGTON            )  
  ) SS.  
COUNTY OF KITSAP            )

*On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:*

\_\_\_\_\_ to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

*WITNESS MY HAND AND OFFICIAL SEAL, hereto affixed the day and year in this certificate above written.*

\_\_\_\_\_  
*Notary Public in and for the State of Washington*

*Residing at* \_\_\_\_\_

My appointment expires: \_\_\_\_\_